DYMO®

LabelWriter®
Quick Start Guide

DYMO
LabelWriter® 400 Turbo

LabelWriter®

Quick Start Guide

Follow these steps to install the LabelWriter printer and print your first label.

1. Unpacking your LabelWriter Printer

NOTE *Do not plug the printer into your computer until asked to do so during the software installation.*

1 Unpack your printer and save the packing materials.

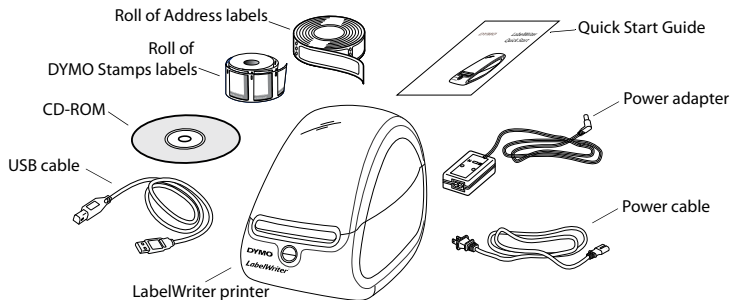2 Make sure you have all the items shown in Figure 1. (Labels included in the package may vary.)

Roll of Address labels
Roll of DYMO Stamps labels
CD-ROM
USB cable
LabelWriter printer
Quick Start Guide
Power adapter
Power cable

Figure 1

ULINE **H-1265**

1-800-295-5510   0808 IH-1265

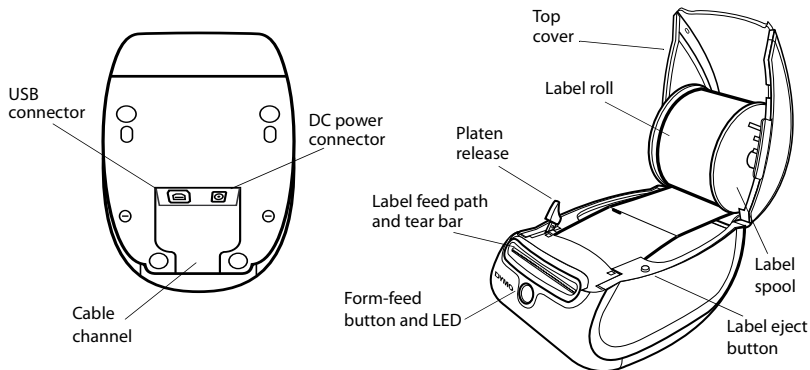Become familiar with the printer's major components. See Figure 2.

Figure 2

LabelWriter Printer Features

Your LabelWriter printer is a direct thermal printer and does not use ink or toner. Instead, the printer uses heat from a thermal print head to print on specially treated labels. Labels are the only supplies you will ever need to buy.

The form-feed button on the front of the printer advances a single label. The label eject button is used to remove labels from the printer when changing rolls.

The LED status light visually shows the current state of the printer:

- Solid blue - power is on and the printer is ready.
- Flashing blue - labels are not loaded properly or label spool is empty.

2. Installing the Software

NOTE *Do not connect the printer to your computer until instructed to do so during the software installation.*

To install the software on a Windows system

1 Insert the LabelWriter CD into your CD-ROM drive. After a few seconds, the installation screen appears.

If the installation screen does not appear:

a. Click **Start**, then **Run** on the Windows taskbar. The Run dialog box appears.

b. Enter **D:\install.exe** (where D is the letter assigned to the CD-ROM drive) and click **OK**.

2 Click **Install** and follow the instructions in the installer.

To install the software on a Mac OS system

1 Insert the DYMO LabelWriter CD into the CD-ROM drive.

After a few seconds, the DYMO Label Software Installer icon appears. See Figure 3.

DYMO Label
Figure 3

2 Double-click the Installer icon and follow the instructions.

If you do not see your printer in the printer list when the installation is complete, refer to the ReadMe file for instructions on how to add the printer.

3. Connecting your LabelWriter Printer

NOTE *Do not connect the printer to your computer until instructed to do so during the software installation.*

Power adapter

Power cord

Figure 4

To connect the power

1 Plug the power cord into the power adapter. See Figure 4.

2 Plug the power adapter into the power connector on the bottom of the printer. See Figure 5.

3 Plug the other end of the power cord into a power outlet.

4 Plug the USB cable into the USB port on the bottom of the printer. See Figure 5.

5 Insert the power and USB cables through the cable channel and set the printer down.

   NOTE *DO NOT CONNECT the other end of the USB cable to your computer until asked to do so during the software installation.*

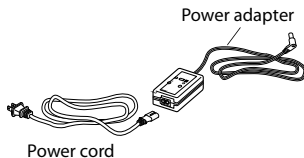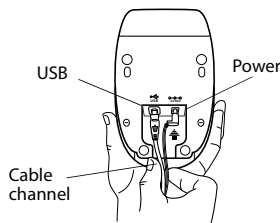6 When prompted by the software installer, plug the USB cable into a USB port.

USB   Power

Cable channel

Figure 5

USB Port

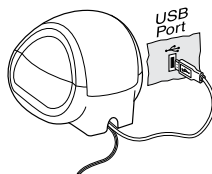**Figure 6**

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4. Loading Labels

To load a label roll

1 Press the form-feed button to eject the labels that protected the printer during shipment.

2 Open the top cover and remove any packing material inside the label compartment.

3 Remove the label spool from inside the cover.

4 Hold the spool spindle in your left hand and place the label roll on the spindle so that the labels feed from underneath and the left edge of the label roll is flush against the side of the spool. See Figure 7.

5 Place the spool guide onto the right side of the spool and press the guide tightly against the side of the label roll, **leaving no gap** between the roll and the spool. See Figure 8.

   NOTE *The label roll must fit snugly against both sides of the label spool, with no gaps, to avoid drifting as the labels feed through the printer.*

6 Insert the label spool into the slot in the printer cover with the labels extending from underneath the roll. See Figure 9.
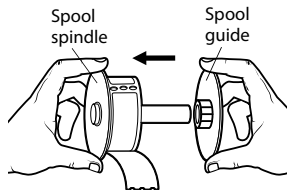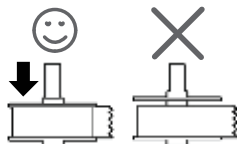
Spool spindle   Spool guide

Figure 7

Figure 8
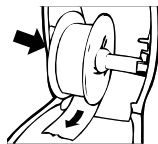
Figure 9

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7 Align the left edge of the label with the left edge of the label feed slot and insert the label into the slot. See Figure 10.

The printer feeds the labels, stopping at the beginning of the first label. If the printer does not feed the labels, make sure the first label is fully inserted and then press the form-feed button.

Figure 10

8 Close the top cover.

You are now ready to print your first label.

5. Printing your First Label

To print your first label

1. Start DYMO Label Software by doing one of the following:

   - For Windows, click **Start**, then **Programs**>**DYMO Label**>**DYMO Label**.
   - For Macintosh, double-click in the DYMO Label folder.

   The first time you open the application, you are asked to register the software. Registering the software ensures that you will be informed of any software updates. You are also asked to enter your default return address.

2. At the main window, click once on the label and type some text.

3. Choose a font and a justification setting from the **Formatting** toolbar.

4. Click to print the label.

Figure 11 highlights some of the major features available in DYMO Label Software.
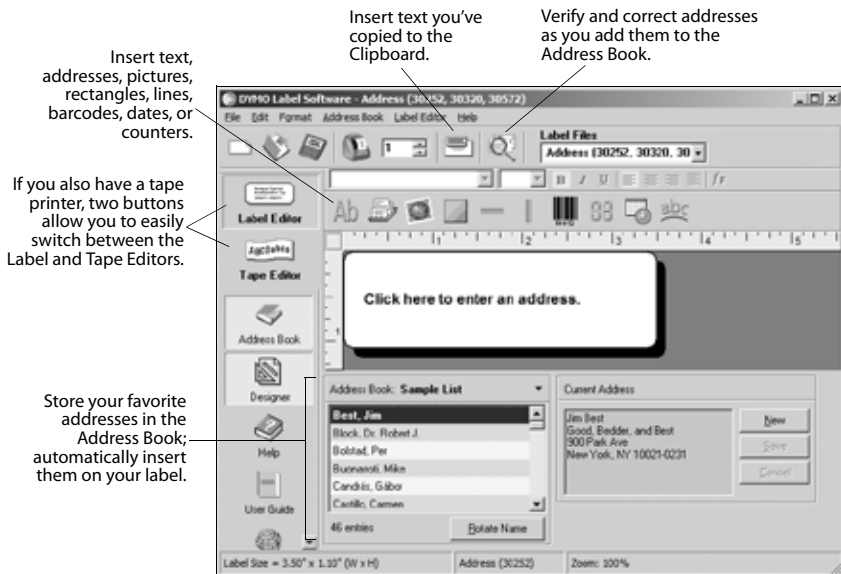
Insert text you've copied to the Clipboard.

Verify and correct addresses as you add them to the Address Book.

Insert text, addresses, pictures, rectangles, lines, barcodes, dates, or counters.

If you also have a tape printer, two buttons allow you to easily switch between the Label and Tape Editors.

Store your favorite addresses in the Address Book; automatically insert them on your label.

Figure 11

For complete details on using the software, refer to the *DYMO Label Software User Guide*, located on the DYMO Label Software CD-ROM, and the online Help.

Printing Postage with DYMO Stamps™

DYMO STAMPS
POWERED BY ENDICIA®

You can now print postage right from your desktop using your LabelWriter 400 Turbo label printer. All you need is DYMO Stamps™ software, your LabelWriter printer, DYMO Stamps labels, and an Internet connection.

### To install DYMO Stamps and print postage

1. Sign up for your USPS account with Endicia. Go to:
   www.endicia.com/dymostamps

2. At the end of the sign up process, download and install the DYMO Stamps software.

   DYMO Stamps software is available for both Windows and Mac OS X.

   NOTE *You must have DYMO Label Software and your LabelWriter printer installed before installing the DYMO Stamps software.*

   The first time you start the DYMO Stamps software, you are prompted to enter the postage account number assigned and the pass phrase you created during the sign-up process.

3. Enter your account number and pass phrase, and then click **OK**.

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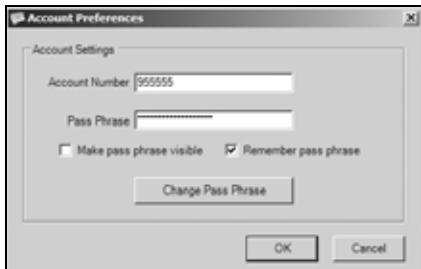
4 Select **Buy Postage** from the **Account** menu and purchase postage for your account.

5 Select **DYMO LabelWriter 400 Turbo** from the **Printer** drop-down list under **Printer Selection**.

6 Click **Test Print** to print a voided postage label.

You are now ready to start printing actual postage whenever you need it. Refer to the DYMO Stamps online Help for more information about using the software.

You can add postage, buy DYMO Stamps postage labels, and order supplies directly from within the DYMO Stamps software.